

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Tool Name:</b> 13.X Background Checks	<b>Effective Date:</b> TBD
	<b>Reference:</b> Chapter 13 LCPA and Residential Licensing/ Employment/ Volunteers/ Contractors	<b>Version:</b> 1

### **Indiana State Juvenile History**

This check will be initiated automatically when ISP receives the fingerprint card for the National Criminal History report. ISP will conduct the search and send the results to DCS central office. For all information regarding fingerprinting and related criminal and juvenile history reports, see separate document, [13.X Tool: Fingerprinting LCPA and Residential Licensing/ Employment/ Volunteers/ Contractors](#).

### **Indiana Limited Criminal History**

A Limited Criminal History contains only felonies and class A misdemeanor arrests within the state of Indiana, which includes a disposition. Completeness of this information is based upon county participation. As an alternative to performing a search online, a Limited Criminal History can also be obtained by mailing a request form to the Indiana State Police. Click here to print a [Request Form](#) to send by mail.

This search is available online. Information on on-line access may be obtained at <http://www.in.gov/ai/appfiles/isp-lch/>.

### **Sex and Violent Offender Registry**

This is a registry of individuals who have been convicted of sex and/or violent crimes. For Indiana, the link is: <http://www.insor.org/insasoweb/> For all other states, the link is: [www.fbi.gov/hq/cid/cac/states.htm](http://www.fbi.gov/hq/cid/cac/states.htm).

### **CPS History**

In Indiana, CPS history is checked by searching the electronic Central Client Index (CCI) and to the extent possible, all hard copy records. To complete a CPS history check please submit the [Request for CPS Abuse and Neglect Check](#) to your local DCS office.